

AFC Bournemouth Community Sports Trust

Job Description



Job Title	Health Project Lead
Reports to	Head of Community
Location	Dorset & Hampshire
Hours	Full-time
Job Description	<p>To drive and deliver the Health strategy for the Trust and demonstrate the 'Together, Anything is Possible' ethos of AFC Bournemouth.</p> <p>To manage, deliver and oversee Health projects of the Community Sports Trust and Club by working with the Trust's management team; staff; partner staff; children; young people and families to implement and deliver a health and wellbeing strategy. Reporting to the Head of Community, the Health project lead will be responsible for the co-ordination and implementation of the Health programme.</p> <p>This includes: overseeing partnership agreements; working effectively with key partners; and keeping the projects on schedule, within budget and gaining maximum exposure through effective dissemination of the project's impact. The successful candidate will play a powerful and influential role in many peoples' lives by promoting the Community Sports Trust and its values.</p>
Remuneration	£20,000 - £24,000

Role Accountabilities & Key Duties	
1	Successfully deliver Health strategy for AFC Bournemouth Community Sports Trust
2	Deliver projects in priority areas, following agreed Development plan.
3	Develop relationships with key organisations in Bournemouth and beyond in order seek funding opportunities to enhance the Health work of the Community Sports Trust
4	Ensure monitoring and evaluations of all Health projects are on track and up to date
5	Work with Head of Community to support the budget for the Health Programmes, ensuring spend is correctly planned and on track.
6	Maintain Service Level Agreements with external providers.
7	Manage the delivery of all event focused aspects of the 'Together, Anything is Possible' ethos.
8	Work with senior colleagues to develop and maintain partnerships with key media colleagues to promote the Health programme throughout a range of mainstream and diverse print, online and broadcast media.
9	Plan campaign goals for social media output and co-ordinate activity with the relevant team(s).
10	Produce reports and presentations showing evaluation of project outcomes and outputs for the public and funding partners.
11	Deliver information to be used as case study evidence for all Health programmes.
12	Ensure thorough and complete analysis is provided, both in advance of events and post events to ensure delivery against relevant targets.
13	Develop pertinent project plans and communication schedules around project outcomes to ensure objectives are continually met and exceeded.
14	Work closely with the Head of Community to develop new areas of delivery.
15	Work with delivery staff to ensure they are up to date on project targets and have a thorough knowledge of the projects.
16	Perform other duties as reasonably assigned or under the authority of the Senior Management Team, Club or Trustees.
17	Work during first team home matches as and when required.

18	Carry out any other duties as and when required by the Head of Community, Senior Management Team, Community Sports Trust / Club.
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Requirements		Essential	Desirable
1	Relevant degree level qualification or equivalent experience - Safeguarding qualifications - First aid training qualifications.		
2	Health sector experience		
3	Designing and developing schemes of work to a high standard		
4	Project management		
5	Working with local community groups, external providers and funders		
6	Organising groups based on development plans		
7	Monitoring and evaluation of programmes		
8	Conducting staff training and development		
9	Maintaining budgets		
10	Achieving set targets and outputs		
11	Excellent verbal and written communication skills		
12	An ability to think clearly, creatively and imaginatively		
13	A positive attitude and strong focus on teamwork		
14	A proven ability to engage with a range of stakeholders and external partners to facilitate and promote the Community Sports Trust		
15	To provide inspirational leadership and guidance to team members and volunteers		
16	Encourage and promote the values of AFC Bournemouth Community Sports Trust, and to comply with the required standards of conduct and promote the Trust within the community and beyond by acting with integrity and honesty		
17	To ensure that all work is completed on a priority basis to meet a high degree of professionalism, quality and craftsmanship		
18	Focused on achievement, targets and continuous improvement		
19	To possess a high degree of flexibility and confidentiality		
20	Capable of presenting information both written and orally		
21	Have skill to plan and organise information		
22	Have a working knowledge of equality legislation		
23	An ability to work under pressure and to tight deadlines and an ability to work on own initiative		
24	Competent IT skills		
25	A full and clean driving licence and use of a vehicle		
26	Experience of working in the charitable or non-profit sector		
27	Previous experience working at a football club community trust		
28	A passion for community and making a difference		
29	Highly motivated and conscientious with a determination to succeed		
30	An ability to enthuse and motivate stakeholders.		
31	A commitment to the vision, mission and values of AFC Bournemouth Community Sports Trust		
32	Adaptability to change and embrace innovation and creativity		
33	Approachable, committed, organised and resourceful		
34	Good judgement and knowing when to seek advice or support		
35	Creative in problem solving situations together with a willingness to take on or try new approaches and ideas. A positive, 'can do' attitude and flexible approach - Enthusiasm, energy and resilience - Flexible, helpful and responsive		

	- Excellent networking skills		
36	A commitment to equality and diversity; equal opportunities; non-discrimination and accessibility		
37	A positive attitude towards professional development and learning		
38	To ensure responsibility for safeguarding and actively championing safeguarding good practice. Be responsible for the safeguarding policy, its implementation and be committed to safeguarding all children and vulnerable adults taking part in the Trust's activities.		
39	Collect, analyse, evaluate and report data on KPI's and outcomes against project criteria.		

AFC Bournemouth Community Sports Trust values the diversity of its workforce and welcomes applications from all sectors of the community (Equality Act 2010).

AFC Bournemouth Community Sports Trust expects all staff to work effectively as part of a team or teams, delivering high quality support to staff, participants and customers. As a minimum this requires dealing with people politely and tactfully, communicating with colleagues, participants and customers both formally and informally, offering guidance and information in accordance with AFC Bournemouth Community Sports Trust guidelines, policies and procedures and contributing to the maintenance of the AFC Bournemouth's environment. In order to do this, staff are expected to make themselves aware of the relevant policies and procedures. All staff are required to maintain confidentiality as required.

Considerable importance is attached to the public relations aspect of all work undertaken by AFC Bournemouth Community Sports Trust staff. It is a prime objective therefore that staff will at all times project to the public the image of AFC Bournemouth as keen to assist wherever possible, and positively promote the work that is carried out across its various services.

AFC Bournemouth Community Sports Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share the same commitment. As this role involves direct access to young persons under the age of eighteen, within the context of the job or any subsequently related activities or responsibilities, the successful candidate will undergo a thorough screening process, which will include a Criminal Records Check to ensure their suitability for the role. All positions with AFC Bournemouth Community Sports Trust are offered only on successful completion of an enhanced DBS check.